Criteria for Recognition of Quality Course Sharing: Teaching Institutions

QM Recognition will be awarded for robust quality assurance practices to meet QM Standards for Quality Course Sharing for Teaching Institutions (TI Standards)

The criteria below support the quality expectations described in the QM Quality Course Sharing Standards for Teaching Institutions (TI Standards) as they address the design of the courses (Criterion 1), the delivery of the courses (Criterion 2), and the support for instructors (Criterion 3) in a course sharing context.

Criterion #1: Well-Designed Courses

Each course offered to students outside the institution as part of a course sharing arrangement is aligned with QM Quality Course Sharing Standards for Teaching Institutions (TI Standards). The focus for Criterion 1 are those standards relevant for course design (excepting those relevant for course delivery and instructor support, which are addressed in the other criteria).

To meet this criterion, evidence must demonstrate effective use of quality assurance protocols to ensure courses meet the TI Standards. This includes:

1. The use of quality standards that are *substantially representative* of the TI Standards in the review of institution courses.
2. A course review protocol that applies these standards in a consistent and replicable way to determine if standards are met.
3. The quality assurance process described for Criterion 1.2 was fully executed.
4. All courses identified as offered through course sharing have been reviewed and found compliant with the standards.

Criterion #2: Credentialed and Prepared Instructors

All instructors of courses offered for course sharing have appropriate credentials and have received professional development in online teaching that prepares them to be effective, responsive, and engaging online instructors.

To meet this criterion, the evidence must demonstrate that the institution ensures that instructors are qualified and prepared to teach the online courses offered by the institution. This includes:

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1. Institutional policy or officially documented criteria demonstrating commitment to providing academically qualified instructors, requirements for teaching online, and guidance on Regular & Substantive Interaction (RSI) in online classes.
2. Evidence that the institution prepares all instructors teaching online courses to be effective, responsive, and engaging online instructors.

Criterion #3: Supported Instructors

All instructors of courses offered for course sharing are notified about students who are enrolled in their courses via a course sharing arrangement, are informed about common challenges for such students, and are provided with guidance on how to address them to support student success.

To meet this criterion, the evidence must demonstrate that instructors are specifically supported in addressing challenges for external students in their courses. These include:
1. A protocol to *inform* instructors about the external students enrolled in their courses through course sharing arrangements.
2. Evidence of *communication* to instructors on recommendations to support external students in situations where certain student and academic support resources are needed but not available.
3. Examples of *resources and support* provided to instructors about supporting external students for both common and unanticipated issues.